

HOUSING REHABILITATION COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Housing Rehabilitation Coordinator exists is to perform technical work in the inspection of substandard structures and the preparation of specifications for housing rehabilitation and remodeling work in Human Services in the Community Services Department. Serves as the City's ADA Coordinator for the Community Development Block Grant and works with employees of other city departments to assure compliance with the Act. This classification is not supervisory. Work is performed under general supervision by the Community Assistance Manager.

ESSENTIAL FUNCTIONS

Performs technical work in the inspection of substandard structures and the preparation of specifications for housing rehabilitation and remodeling work.

Manages individual rehabilitation contracts and a subrecipient contract with a non-profit agency.

Provides information and referral services related to the City's efforts to comply with the Americans with Disabilities Act.

Inspects residential and/or commercial structures to determine rehabilitative work required to correct property rehabilitation standards or construction code deficiencies.

Prepares plans and specifications for rehabilitative or remodeling work on residential and commercial structures.

Prepares cost estimates of rehabilitation or remodeling work required for competitive bidding. Inspects construction and rehabilitation projects for compliance with workmanship standards, specifications, codes, property rehabilitation standards, contract conditions, and progress payment disbursements.

Prepares work change orders when any change is required in the job specifications and ensures that contractors comply with change orders and evaluate the cost to insure most effective use of funds.

Assists contractors and owners with the interpretation of specifications, standards, codes and contract conditions.

Reviews contractors pay requests.

Reviews plans and specifications with property owners, contractors, and building inspections.

Provides technical assistance to owners and occupants on all phases of construction.

Prepares and presents grant applications for funding for the rehabilitation program.

Manages a contract with a non-profit agency to provide rehabilitation assistance to homeowners. This includes review of construction work and invoices for quality control.

Interprets, applies and assists in compliance with the Americans with Disabilities Act. Serves as the City's ADA Coordinator for the Community Development Block Grant and works with employees of other city departments to assure compliance with the Act.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Construction materials, codes and ordinances;
Rehabilitation and remodeling methods and techniques;
Financial and contractual agreements and documents.

Ability to:

Interpret and apply the American with Disabilities Act.
Develop cost estimates and prepare specifications.
Read and interpret plans, specifications, and blueprints.
Demonstrate excellent interpersonal skills
Deal effectively with citizens from all segments of the community.
Establish and maintain effective relationships with co-workers, city staff and the general public.
Effectively operate a telephone, office equipment and a personal computer, Microsoft Office programs, and other software as necessary.
Perform field inspections; inspect and monitor construction work, check for compliance to codes, adherence to scope of work and quality within standards.
Safely operate a motor vehicle.
Prepare and present effective verbal and written reports and recommendations.
Communicate and enforce policies and procedures.

Education & Experience

Three years of progressively responsible experience in residential building construction or inspections and determination of compliance with applicable codes.

Requires a valid Arizona Driver's License or CDL with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified